



# COUNTY OF YOLO

Department of General Services

*Ray Groom*  
Director

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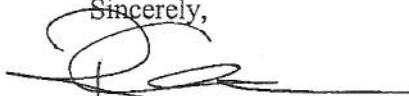
November 10, 2008

Bill Martin, Director  
Yolo County  
Office of Emergency Services

Per your request this letter confirms that, as is required by law and policy, county projects are subject to the Davis Bacon Act, the California Environmental Quality Act (CEQA) and for federally funded projects, the National Environmental Policy Act (NEPA).

Our contract files reflect these requirements and are available for review.

Sincerely,

  
Ray Groom  
Director

**Kolbe, Jennifer@OHS**

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**From:** Kyle Noderer [Kyle.Noderer@yolocounty.org]  
**Sent:** Tuesday, November 25, 2008 10:02 AM  
**To:** Kolbe, Jennifer@OHS  
**Cc:** Bill Martin; Roxane Schepens  
**Subject:** Yolo County HSGP Program Monitoring - 30-Day Response  
**Attachments:** YoloCountyResponse-GrantMonitoring.pdf; Letter-GSD-081110.pdf; OES Manager Description (2).doc; Planning Technician.doc; Emergency Services Manager.doc; Emergency Services Planner.doc; Administrative Clerk II - Confidential.doc; Resume - Bill Mikesell - Teaching2008.doc; Receipt Cover Sheet-page1-version3.0.xls

Jennifer,

Attached is the electronic version of our response to the information you requested within 30 days after the recent monitoring of our Homeland Security Grant Program activities. As indicated, a hardcopy of the letter without attachments will also be sent to you.

Please contact us if you have additional questions or concerns.

Thanks,  
Kyle

Kyle Noderer  
Yolo County OES  
530-406-4932  
[kyle.noderer@yolocounty.org](mailto:kyle.noderer@yolocounty.org)

**EMERGENCY SERVICES MANAGER****DEFINITION**

Under direction of the County Administrator, who serves as the Director of Emergency Services, to plan, organize and coordinate the County emergency management program for the county's response to disasters and national security emergencies; to coordinate emergency services operations through the emergency operations center; and to assist the Director of Emergency Services in coordinating the activities of all emergency services in pre-emergency planning, during an emergency, and in post-emergency activities.

**DISTINGUISHING CHARACTERISTICS**

This single, at-will position reports directly to the County Administrator. While the County Administrator serves in the official capacity as the County's Director of Emergency Services, the incumbent is delegated the authority and responsibility to administer and direct the day-to-day activities of the County's Office of Emergency Services in accordance with general policy guidelines.

**ESSENTIAL FUNCTIONS**

The following duties are typical of those performed by the incumbent in this classification; however, other related duties may also be assigned

- Responsible, during disaster operations, for implementing the applicable part of the emergency plan and for assisting the Director of Emergency Services in overseeing the elements involved including evaluating resource requirements, attempting to determine duration of emergency and coordinating activities of all departments and agencies involved.
- With direction from the Director of Emergency Services, coordinate and manage emergency operations through the emergency operations center (EOC); ensure that the EOC is organized for maximum effectiveness of staff participating in disaster exercise and events.
- Establish and maintain cooperative relations with federal, state and local agencies, private organizations and county departments and agencies concerned with emergency services.
- Assure the county meets eligibility requirements for federal, state and local reimbursement programs.
- Provide technical expertise to county operational management staff in the development and implementation of the county's disaster response plan.
- Monitor and review trends in emergency management issues, and recommend operational and policy improvements; review legislation and legislative changes to assure that the county is in compliance with federal and state laws and regulations.
- Participate in activities associated with various disaster planning committees assuring the preparation, participation and coordination of comprehensive emergency response training seminars, drills and simulation exercises.
- Provide information to the Director of Emergency Services which is designed to keep the general public informed of emergency planning, capabilities and action.



## Emergency Services Manager

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- Coordinate with other local governmental jurisdictions within the county to ensure effective, coordinated emergency response.
- Establish goals, policies and performance standards for the Office of Emergency Services.
- Perform related duties as assigned.

### **EMPLOYMENT STANDARDS**

**License:** Possession of a valid California Driver's License. Possession of, or ability to obtain within one year of employment, certification of completion of Federal Emergency Management Agency Emergency Management Institute Incident Command System course series.

**Education and Experience:** A Bachelor's Degree with major course work in business or public administration or public safety/emergency management and four (4) years of increasingly responsible administrative, technical or operational experience in a governmental emergency services or disaster response agency, planning and executing emergency preparedness activities.

### **KNOWLEDGE AND ABILITY**

It is expected that the incumbent will have a working knowledge of the principals and practices of emergency management administration program development and evaluation.

Based on the duties assigned to this position, knowledge of the principles and effective practices involved in the planning, coordination, and response of emergency services operations including techniques for coordinating activities of a variety of organizations and jurisdictions, and multi-jurisdictional emergency response protocol is required.

Familiarity with the following systems will demonstrate knowledge of available resources: The California Incident Command System (ICS), State Emergency Management System (SEMS), Operational Area Satellite Information Systems (OASIS), and the State Response Information Management System (RIMS), Geographic Information Systems (GIS) and Hazards US (HAZUS).

In order to appropriately advise the Director of Emergency Services, it is critical to have an awareness of the conditions which lead to major emergencies, their effects, mitigation, response lines, lines of authority, resource requirements, damage assessment, and recovery methods;

The ESM must demonstrate the ability to assist the Director of Emergency Services in directing an emergency response program involving a variety of agencies and departments, volunteer groups, business and community service organizations.

To ensure that the emergency management plan remains current, incumbent must be able to critically evaluate countywide emergency services and facility needs and develop and recommend alternative action plans and services.

## **Emergency Services Manager**

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In order to ensure county-wide cooperation, it is essential that the ESM is able to deal effectively with a variety of governmental and community officials and maintain cooperative working relationships as well as build and maintain interdepartmental cooperation.

The incumbent must possess the ability to use sound, independent judgment within policy and procedural guidelines, including during emergency response situations.

#### **MEDICAL CLASS I – LIGHT WORK**

This class includes administrative or clerical positions requiring light physical effort which may include frequent lifting of up to ten pounds and occasional lifting of up to twenty-five pounds. Some bending, stooping, and/or squatting may be required. Considerable walking may be involved.

**EMERGENCY SERVICES PLANNER****DEFINITION**

Under general supervision, performs administrative and analytical duties in support of a county-wide emergency services program including disaster preparedness programs and county and city emergency plans for citizens, volunteers and animals; and performs other related duties as assigned.

**DISTINGUISHING CHARACTERISTICS**

This is a journey level administrative and analytical support position assigned to a specialized program. The classification is distinguished by its basic knowledge of emergency service operations, programs, customer service and radio communication.

**ESSENTIAL FUNCTIONS**

The following duties are typical of those performed by the incumbent in this class; however, other duties may also be required.

- Prepares and updates a variety of county-wide disaster plans;
- Coordinates the printing and distribution of disaster and emergency preparedness plans;
- Coordinates with a variety of state and local agencies for animal plan response and evacuation;
- Develops, maintains and/or oversees the development of the Office of Emergency Services (OES) website;
- Provides support and training for disaster and emergency volunteers including scheduling, and preparation of meeting agendas, handouts and training materials;
- Sets up the Emergency Operations Center (EOC) and ensures adequate supplies are available and maintained;
- Provides administrative support to the EOC Manager during emergency activations and oversees EOC clerical support staff;
- Oversees the maintenance of OES equipment and vehicles including, but not limited to, radios, telephones, antennas, lights and batteries;
- Participates in state-wide emergency management training programs, provides instruction on learned course material to local and member agency staff;
- Performs database maintenance on county-wide emergency notification system; provides instruction on system to member agency staff;
- Provides journey-level technical and analytical support to the Emergency Services Manager; and
- Performs other related duties as assigned.



**Special Requirements:**

- Willingness to work unusual hours including weekends and holidays; and
- Ability to travel throughout the county.

**EMPLOYMENT STANDARDS**

Any combination of education, experience and training which provides the required knowledge, skills and abilities is qualifying. A typical way to qualify is as follows:

**Education:** Equivalent to graduation from college with a two (2) year degree in Business or Public Administration or a closely related field; and

**Experience:** At least two (2) years experience and training in public safety or emergency services.

**License:** This position requires the incumbent to possess and maintain a valid California driver's license, Class C or higher, to carry out job related duties. Individuals who do not meet this requirement due to a physical or mental disability may request a reasonable accommodation.

**KNOWLEDGE AND ABILITY**

**Knowledge of:** emergency services principles, practices and methods; public safety communication systems operation and maintenance; general office procedures and practices; computer software programs including word processing, spreadsheets and databases; correct grammar usage; and training techniques, tools and methods.

**Ability to:** understand and apply local and state laws, and administrative policies, practices and procedures pertaining to emergency services; work independently; communicate effectively both orally and in writing; maintain composure and control during stressful emergency and disaster situations; operate a variety of radio communication systems

**PHYSICAL AND ENVIRONMENTAL FACTORS**

Incumbent performs work inside of buildings; works alone or closely with others; deals with stressful situations in a calm, professional manner; manipulates paperwork; performs work while standing or sitting; moves/transportes oneself from one worksite to another; communicates verbally with co-workers and clients; sees things up close and hears well.

**MEDICAL CLASS I**

This class includes administrative or clerical positions requiring light physical effort, which may include light to medium climbing, walking, standing, stooping, carrying and lifting of light weight material (under 35 pounds).

**ADMINISTRATIVE CLERK II - CONFIDENTIAL****DEFINITION**

Under general supervision, performs the daily administrative, clerical and basic accounting functions of more than average difficulty within a county department.

**DISTINGUISHING CHARACTERISTICS**

Positions in this class are distinguished from those in the Administrative Clerk I-Confidential class by the assignment of duties and responsibilities requiring a working knowledge of the subject matter and clerical procedures pertaining to the department or section in which they are assigned. An Administrative Clerk II-Confidential is expected to solve independently a variety of problems relating to the clerical functions of the department without immediate supervision. This classification is designated as confidential and incumbents may become involved in activities associated with, or perform duties relating to, the collective bargaining process. As such, positions in this classification are reserved for use solely in the County Administrator and Human Resources Departments.

**ESSENTIAL FUNCTIONS**

- Greet and interview office visitors and telephone callers answering routine questions, scheduling appointments, or directing them to the appropriate source;
- Consult other county departments on routine matters;
- Type a variety of forms and reports;
- May maintain administrative files;
- May maintain inventory control;
- Prepare routine fiscal reports;
- Adjust accounts and other financial records requiring independent judgment;
- Make arithmetical calculations;
- Make computations and changes to financial data;
- Prepare or assist in the preparation of financial reports;
- Operates a variety of modern office equipment;
- Provide backup support for clerical staff;
- Receive, receipt and deposit monies;
- Prepare payroll and manage personnel records;
- Conduct inquiries using an on-line computer system;
- Receive, route and distribute correspondence;
- May transcribe from a mechanical source.

**EMPLOYMENT STANDARDS**

**Experience:** Two years of increasingly responsible clerical experience; one (1) year of full time business education beyond the high school level may be substituted for one year of the required experience.



**Administrative Clerk II – Confidential**  
**Page 2**

**Typing Speed:** Ability to type no less than 35 words per minute.

**License:** A valid California Driver's License may be required for some positions.

**KNOWLEDGE AND ABILITY**

**Knowledge of:** knowledge of modern office methods and practices including filing systems, reception and telephone techniques; thorough knowledge of correct English usage, spelling, grammar and ability to read and write English; and knowledge of financial, accounting and statistical record keeping.

**Ability to:** transcribe from a mechanical source; operate a variety of modern office equipment which may include calculator, electronic typewriter, microfiche viewer, copy machine, on-line computer, data and word processor; deal with the public and present oneself in a professional manner; maintain confidentiality; and prioritize a variable work load and analyze data.

**MEDICAL CLASS I - LIGHT WORK**

This class includes administrative or clerical positions requiring light physical effort which may include frequent lifting of up to ten pounds and occasional lifting of up to twenty-five pounds. Some bending, stooping, and/or squatting may be required. Considerable walking may be involved.

## Yolo Communications

## Position Description

Position: Planning Technician	Position Number:
Department: YCCESA	FSLA: Non-Exempt
Reports to: OES Manager	Salary Grade: 115

### Summary

Supports a county-wide emergency services program including disaster preparedness programs by maintaining and preparing county and city emergency plans for citizens, volunteers and animals. Performs clerical and administrative support duties.

### Distinguishing Characteristics

This is an intermediate level clerical and technical support to a specialized program. Advancement to this position requires a basic knowledge of emergency service operations, programs, customer service and radio communication.

### Essential Duties and Responsibilities

- Prepares and updates a variety of county-wide disaster plans, including the Animal Disaster Plan, Yolo Operational Area Plan, Terrorism Plan and MCI Plan.
- Coordinates the printing and distribution of plans.
- Coordinates with University of California at Davis, California Veterinary Medical Association, Yolo County Sheriff's Department: Animal Services Division staff for animal plan response and evacuation.
- Develops and maintains OES program web-site.
- Provides support and training for Auxiliary Communications Service (ACS) volunteers, includes scheduling, agenda, hand-outs and training material.
- Sets up the EOC and ensures adequate supplies are available and maintained.
- Provides administrative support to the EOC Manager during emergency activations. Oversees set-up, reception and EOC clerical support staff.
- Oversees the maintenance of the equipment and operation of the emergency communications van, including but not limited to radios, telephones, antennas, lights and batteries.
- Participates in state-wide emergency management training programs. Provides instruction on learned course material to local and member agency staff.
- Performs data base maintenance on county-wide emergency notification system. Provides instruction on the system to member agencies' staff.

- Provides a variety of clerical support to the Manager at equivalent skill level to the Administrative Specialist II.
- Performs other duties as assigned that support the overall objective of the position.

## **Qualifications**

### **▪ Knowledge and Skills**

This position requires a working knowledge of emergency services principles, practices and methods. Basic knowledge of secretarial and general office clerical principles. Requires a working knowledge of word processing, spreadsheets and data base design programs. Requires sufficient human relations skill to communicate complex information to a variety of groups. Requires sufficient writing skill and command of the English language to compose documents, policies and procedures, develop and deliver training materials and to write instruction.

### **▪ Abilities**

Requires the ability to understand and apply local and state laws pertaining to emergency services, administrative policies, practices and procedures. Requires the ability to work independently and communicate effectively both orally and in writing, often during time of emergency and disaster. Must be able to operate a variety of radio communication systems and have some general technical knowledge for public safety communication systems. Requires knowledge of computer software programs including word processing, spreadsheets and data bases.

### **▪ Physical Abilities**

Position involves light to medium climbing, walking, standing, stooping, carrying and lifting of light weight material (under 35 pounds). Requires visual acuity to read numbers, letters, and images; depth perception, hand and finger dexterity to use a keyboard, and hand-eye coordination. Requires speaking and hearing ability sufficient to hear over phone and carry on routine conversations with small groups.

### **▪ Education and Experience**

The position requires the equivalent of an associates degree in business administration or related field, plus two or more years of experience and training in public safety or emergency services. Additional formal education may substitute for some experience.

### **▪ Licenses and Certificates**

Valid California Drivers License.

### **▪ Special Requirements**

Requires willingness to work unusual hours including weekends and holidays. Requires travel throughout the county.



## Yolo Communications

## Position Description

Position: Emergency Services Manager	Position Number:
Department: YCCESA	FSLA: Exempt
Reports to: Executive Director	Salary Grade:

### Summary

Plans, organizes and coordinates the daily operation of the Agency's Emergency Services Program; coordinates activities of all County and local government agencies in planning for emergencies in advance of the occurrence; and assists in coordinating and directing the activities of various agencies involved in providing emergency services during the time of the actual emergency or preparedness operation.

### Distinguishing Characteristics

This position represents a management position, where the focus is on management of county wide emergency preparedness programs; evaluate potential disaster situations and circumstances and to propose realistic and effective measures to be taken in advance; and to coordinate and direct cooperative emergency service programs with governmental agencies, civic groups, private industry and general public.

### Essential Duties and Responsibilities

- Develops and maintains a facility and the equipment appropriate for emergency service planning and operations.
- Coordinates the work of other County and local government agencies, state and federal representatives in planning for emergencies in advance of the occurrence.
- Supervises paid and volunteer staff.
- Develops and maintains plans, policies, regulations and records required by state and federal regulations which enable the County/Cities to quickly and effectively handle emergencies.
- Assists in coordinating and directing the activities of various agencies involved in providing emergency services during the time of an actual emergency or preparedness operation.
- Develops and presents training programs and provides for the public to be informed about the need for emergency planning and how to function under emergency conditions.
- Keeps informed on the latest methods, techniques, equipment and facilities applicable to emergency planning and operations. Prepares and submits the annual budget for the program.
- Knowledge of the operation and use of multiple communication/data processing systems and the ability to coordinate such systems in time of emergency.

- Coordinate and direct cooperative emergency service programs with governmental agencies, civic groups, private industry and general public.
- Performs other duties as assigned that support the overall objective of the position.

## **Qualifications**

- **Knowledge and Skills**

Knowledge of modern methods and practices relating to emergency services. Extensive knowledge of the principles of planning, office management, organizing and delivering public services; knowledge of the operation and use of multiple communication/data processing systems and the ability to coordinate such systems in time of emergency.

- **Abilities**

Ability to analyze and evaluate potential disaster situations and circumstances and to propose realistic and effective measures to be taken in advance; understand state and federal laws and regulations; train and supervise other people and to communicate effectively with individuals and groups; direct and coordinate paid and volunteer emergency service workers.

- **Physical Abilities**

This class includes administrative or clerical positions requiring light physical effort which may include frequent lifting of up to ten pounds and occasional lifting of up to twenty-five pounds. Some bending and stooping, and/or squatting may be required. Considerable walking may be involved.

- **Education and Experience**

Combined academic and work experience equivalent to graduation from a four year college or university with major academic course work in the area of public administration or a closely related field.

Three years of responsible administrative experience in the areas of emergency preparedness, public safety, governmental program management or closely related areas. The experience must include assignment with significant management responsibilities and the application of analytical judgement which would indicate the possession of the following knowledge and abilities.

- **Licenses and Certificates**

Valid California Driver's License



## Yolo Communications

## Position Description

Position: Planning Technician	Position Number:
Department: YCCESA	FSLA: Non-Exempt
Reports to: OES Manager	Salary Grade: 115

### Summary

Supports a county-wide emergency services program including disaster preparedness programs by maintaining and preparing county and city emergency plans for citizens, volunteers and animals. Performs clerical and administrative support duties.

### Distinguishing Characteristics

This is an intermediate level clerical and technical support to a specialized program. Advancement to this position requires a basic knowledge of emergency service operations, programs, customer service and radio communication.

### Essential Duties and Responsibilities

- Prepares and updates a variety of county-wide disaster plans, including the Animal Disaster Plan, Yolo Operational Area Plan, Terrorism Plan and MCI Plan.
- Coordinates the printing and distribution of plans.
- Coordinates with University of California at Davis, California Veterinary Medical Association, Yolo County Sheriff's Department: Animal Services Division staff for animal plan response and evacuation.
- Develops and maintains OES program web-site.
- Provides support and training for Auxiliary Communications Service (ACS) volunteers, includes scheduling, agenda, hand-outs and training material.
- Sets up the EOC and ensures adequate supplies are available and maintained.
- Provides administrative support to the EOC Manager during emergency activations. Oversees set-up, reception and EOC clerical support staff.
- Oversees the maintenance of the equipment and operation of the emergency communications van, including but not limited to radios, telephones, antennas, lights and batteries.
- Participates in state-wide emergency management training programs. Provides instruction on learned course material to local and member agency staff.
- Performs data base maintenance on county-wide emergency notification system. Provides instruction on the system to member agencies' staff.



- Provides a variety of clerical support to the Manager at equivalent skill level to the Administrative Specialist II.
- Performs other duties as assigned that support the overall objective of the position.

## **Qualifications**

### **▪ Knowledge and Skills**

This position requires a working knowledge of emergency services principles, practices and methods. Basic knowledge of secretarial and general office clerical principles. Requires a working knowledge of word processing, spreadsheets and data base design programs. Requires sufficient human relations skill to communicate complex information to a variety of groups. Requires sufficient writing skill and command of the English language to compose documents, policies and procedures, develop and deliver training materials and to write instruction.

### **▪ Abilities**

Requires the ability to understand and apply local and state laws pertaining to emergency services, administrative policies, practices and procedures. Requires the ability to work independently and communicate effectively both orally and in writing, often during time of emergency and disaster. Must be able to operate a variety of radio communication systems and have some general technical knowledge for public safety communication systems. Requires knowledge of computer software programs including word processing, spreadsheets and data bases.

### **▪ Physical Abilities**

Position involves light to medium climbing, walking, standing, stooping, carrying and lifting of light weight material (under 35 pounds). Requires visual acuity to read numbers, letters, and images; depth perception, hand and finger dexterity to use a keyboard, and hand-eye coordination. Requires speaking and hearing ability sufficient to hear over phone and carry on routine conversations with small groups.

### **▪ Education and Experience**

The position requires the equivalent of an associates degree in business administration or related field, plus two or more years of experience and training in public safety or emergency services. Additional formal education may substitute for some experience.

### **▪ Licenses and Certificates**

Valid California Drivers License.

### **▪ Special Requirements**

Requires willingness to work unusual hours including weekends and holidays. Requires travel throughout the county.

## **Bill Mikesell**

Fire Chief  
City of Rocklin

### **Teaching Resume**

Bill Mikesell has instructed extensively throughout the United States in subjects ranging from school violence incident management to oil spill and maritime firefighting management procedures. He currently instructs public and private agencies in the National Incident Management Systems (NIMS) and the NWCG ICS.

#### **Education and Certification**

Associates Degree - Business

Bachelor's Degree - General Studies

Master's Degree - Public Administration

Graduate – National Fire Academy's Executive Fire Officer Program

California State Fire Marshal's Office – Incident Command System

#### **Teaching Experience**

Washington State Instructor Certified

Instructor – National Fire Academy

Instructor – Washington State Fire Chiefs

Instructor – National NIIMS Curriculum – Northwest Cadre (NWCG-ICS)

Instructor – Portland Community College

Instructor – Sierra Community College

Instructor – California State University

Instructor – Sacramento City Fire - Battalion Chiefs' Academy (I-400)

Instructor – Placer County Fire Chiefs' Academy

Instructor – AMR of SW Washington (Incident Command/MCI)

Instructor – AMR of Placer County (Incident Command/MCI)

Instructor - Consultant to Conoco Inc.

Instructor - Consultant to School Districts

Instructor - Consultant to Law Enforcement Agencies (Incident Command)

Instructor – AHIMT Instructor (Incident Management Team III)

Instructor – Consultant to Willdan Homeland Solutions (Incident Command)

Subject Matter Expert – Consultant to National Emergency Training Center regarding the NIMS I-300 and I-400 courses developed at the National Fire Academy (NFA)



**Receipt Cover Sheet - Page 1**

Claim ID# \_\_\_\_\_  
for OES use only

for OES use only

[illegible]

Date \_\_\_\_\_